

Baraboo Community Development Authority
Minutes of the Executive Committee
Thursday June 4, 2019

The meeting was called to order by Chairperson Wastlund at 6:03 P.M. in the Room 205, Baraboo Municipal Building, 101 South Blvd. Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham, Koehler

Absent: None

Staff: Patrick Cannon

2. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

3. Approval of Agenda

A motion was made to approve the Agenda as presented

Fordham (1); Koehler (2)

Aye: All via voice vote

4. Approval of Minutes – May 7, 2019

A motion was made to approve the Minutes with minor correction

Fordham (1); Koehler (2)

Aye: All via voice vote

5. Public Comment

No one from the public wished to speak.

6. Old Business

A. Building progress update

Staff indicated that Zimmerman Architectural has submitted their payment regarding the two change orders.

7. New Business

A. Consideration and discussion of Affirmative Action Plan.

Staff noted that the current document was last approved in 2005. Staff felt that several updates to the plan are warranted. Therefore, staff is seeking permission to update and submit the form to HUD.

After consideration of the matter, the members felt that an updated plan is warranted. The Committee moved to direct staff to complete an updated version of the plan and to submit it to HUD.

Motion:

To direct staff to complete an updated version of the plan and submit it to HUD for their consideration and approval

Fordham (1); Koehler (2)

Aye: All via voice vote
Nay: None

B. Consideration and discussion of confirmation of the City of Baraboo Records Retention Plan.

Staff noted that a Records Retention Plan is required by the State of Wisconsin Historical Society. The City has updated their plan and it was felt that the CDA should also adopt the same plan. It was further noted that the records retention periods prescribed by HUD will supersede the Wisconsin requirements. It was also noted that electronically kept files satisfy the State Records Retention requirements

After careful review the Committee moved to recommend to the Board the adoption of the City of Baraboo Records Retention Plan.

Motion:

To recommend to the full CDA Board the Records Retention Policy as revised.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

8. Board Member Comments

No member wished to make a comment at this time

9. Adjournment

A motion was made to adjourn the meeting at 6:18 P.M.

Koehler (1); Fordham (2)

Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder